

Summer 2007: June 4 – July 27, 2007

FSHS 700 Basic Grant Development and Management

Kansas State University, School of Family Studies and Human Services
for - Great Plains Interactive Distance Education Alliance (GP-IDEA)

Instructor Information (* primary contacts throughout the semester)

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Office Hours

Since this is a virtual course, Dana Reinert and Elaine Johannes will be available primarily through email. When sending email messages be sure to put a course identifier and topic (e.g., "FSHS 700: grant objectives") in the subject line of your message so that it can be attended to promptly.

Course Information

This course introduces students to the grant development and management process. Though this short-course is not intended to cover all aspects of grant development and management, it will help students can gain confidence in their grant development abilities and inspire them to learn more. Students completing this course will:

- Understand techniques to effectively conduct searches for funding sources.
- Effectively critique, analyze and determine the best funding sources for an area of interest.
- Develop definable and fundable problem/situation statements
- Write clear, measurable objectives and outcome statements.
- Assess components of a fundable proposal.
- Develop a program budget and justification
- Develop a plan for program sustainability.

Course Texts

Program Planning & Proposal Writing, Expanded Version, Kiritz, N., Grantsmanship Center
Proposal Planning & Writing, 3rd Edition, Miner, L. & Miner, J., Greenwood Press.

Course Format and Expectations

This one-hour seminar course encourages critical thinking, self-reflection, exchange of ideas and completion of high quality written assignments that demonstrate understanding and application of course content. The subject matter is delivered in a module format for each key

grant development component. It is expected that students will spend between 4-5 hours/week reading, completing course assignments, journaling, and engaging in message board discussions.

In order to encourage application of course content, voluntary real-time chats will be convened for students who want to earn extra points (up to 8 points; 2 pts. for each of 4 sessions) towards their final grade. Participation in real-time chats is **not** mandatory, but they provide an opportunity to have broad discussion of grant development issues. Real life chat room dates are (Wednesdays) **June 13, June 27, July 11, July 18** and times will be announced one week in advance of the session. Students must use a headset microphone to participate in the chats that will use the K-State WIMBA system.

All postings and communication related to this course must be free of profanity, threats or put-downs. "Flaming" another person for their views or ideas will not be permitted in exchanges between students or between students and the instructor. Discussions and postings should be respectful and professional at all times, free of offensive or derogatory language.

Academic Honesty

Course members are expected to submit only original work for this course. The "recycling" of academic work (submitting work originally submitted from another course) is considered academic dishonesty and may subject the student to sanctions as outlined by Kansas State University's Policies and Procedures handbook.

Kansas State University's honor system is based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, each student's work is performed honestly and without unauthorized assistance. A prominent part of the honor system is the honor pledge, which applies to all assignments, examinations, or other course work undertaken by students. The honor pledge is implied, whether or not it is stated: "On my honor, as a student, I have given nor received unauthorized aid on this academic work." Plagiarism and cheating are serious offenses and may be punished by failure on a project, assignment; failure in the course; and/or expulsion from the university. For more information refer to: www.ksu.edu/honor

Reasonable Accommodation

Students who have a documented disability or special need should notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. Also, I appreciate communication of special circumstances, emergency situations if you believe them to have impact upon your course involvement .

Nondiscrimination Statement

Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807. Revised December 1, 2003

Course Requirements

Readings from the textbooks and video lectures provide the content necessary so students can complete written assignments or engage in class message board discussion each week. Additionally, a short journal entry reflecting what you have learned and how you can apply the content is expected each week. There are no exams.

1. Weekly Written Assignments:

Up to 8 written assignments (each worth 10 points) will be required. Instructors may ask you to write a Problem Statement for the case study, critique a budget, generate a objectives or complete other assignments relevant to the module topic. Submission of written assignments is to take place through email attachment (Word or PDF. format) to the instructor or posted in the course Dropbox. Alert the instructor when you submit an assignment so that receipt of the assignment is confirmed. No late submissions will permitted unless written permission from the instructor is obtained.

2. Participation in Occasional Message Board Discussions:

Asynchronous message board discussions may occur in addition to written assignments. This course is conducted on a weekly basis – from Monday to Monday - with readings, assignments or group discussion questions posted each Monday evening (usually by 10pm, CDT) throughout the semester. Your contributions to group are to be posted by **11:59pm (CST) on Monday evenings** to receive credit for the week.

Students are expected to go beyond superficial responses to discussion questions and to integrate course material into discussions. Part of your grade will depend on the quality and depth of your responses and discussion as opposed to the number of posted responses. Discussion responses that have little or limited relevance to the topic will receive a low score (0 on a 3-point scale). Responses that expand the discussion, offer additional resources of high quality, that integrate earlier material or positively motivate further discussion will receive higher scores (3 on a 3-point scale). Demonstrations of critical thinking, application to real life and current events, and intelligent questions about the material are ways to pose high quality responses. The course instructors may actively engage in discussion or may be observers.

- **Up to 100 points** of your semester grade will result from the quality of your weekly assignments or message board contributions.

3. Weekly Journal Entries:

Each week you are to write from 1-1.5 pages reflecting what you have learned, how the content can be applied and your thoughts and ideas about the specific aspect of grant development covered. Reflection questions will be posed by instructors to respond to.

- **Up to 40 points** of your semester grade will result from the quality of your weekly journal entries.

FSHS 700 Total Points Possible for Course Completion: 140

90% (140-126) = A

80% (125-112) = B

70% (111-98) = C

Concentrate your efforts on course requirements. **No “Extra Credit” assignments will be offered. However, up to 8 additional points can be earned through participation in the 4 chat rooms scheduled throughout the semester.**

Course Schedule

Class Session Date	Topic	Readings from Texts (<u>additional readings may be assigned each week</u>)	Assignments and Due Dates
June 4-11	Course Introduction, and Case Study with Elaine Johannes Grant Searching with Dane Reinert		A. Self Introduction – post a profile of yourself. Include your grant development and management experiences as well as what you’d like to learn in the course. B Complete written assignment and Reflective journal Due: Monday, June 11
June 11-18	Needs Assessment and Problem/Situation Statement with Sue Maes		a.Written assignment or Message Board B. Reflective journal. Real-time Chat:: June 13 @ X Due: Monday, June 18
June 18-25	Program Planning and Design with Elaine Johannes		A. Written assignment or Message Board B. Reflective journal. Due: Monday, June 25
June 25-July 2	Goals and Objective Statements with Dana Reinert		A. Written assignment or Message Board B. Reflective journal. Real-time Chat:: June 27 @ X Due: Monday, July 2
July 2-9	Evaluation with Dana Reinert Sustainability with Sue Maes		A. Written assignment or Message Board B. Reflective journal. Due: Monday, July 9
July 9-16	Budget Development and Justification with		A. Written assignment or Message Board

	Elaine Johannes		<p>B. Reflective journal.</p> <p>Real-time Chat:: July 11 @ X</p> <p>Due: Monday, July 16</p>
July 16-23	Partnerships and Dissemination with Sue Maes		<p>A. Written assignment or Message Board</p> <p>B. Reflective journal.</p> <p>Real-time Chat:: July 18 @ X</p> <p>Due: Monday, July 23</p>
July 23-27	<p>"Boiler Plates" with Sue Maes</p> <p>Grant Management with Elaine Johannes</p>		<p>A. Written assignment or Message Board</p> <p>B. Reflective journal.</p> <p>Due: Friday, July 23</p>